



City of Morgan Hill
Seeks Enthusiastic Individuals for the Position of
PRE-SCHOOL AIDE

POSITION DESCRIPTION

The Pre-School Teacher is responsible for the day to day operations of the City of Morgan Hill Kinder Learning Pre-School Program. The Pre-School Aide will assist and report to the Pre-school Teacher. The incumbent will assist other Recreation and Community Services staff in carrying out day, evening, weekends and summer recreational activities. This is a seasonal, temporary position in the Recreation and Community Services Department under the general supervision of the Pre-school Teacher and Recreation Coordinators.

ESSENTIAL DUTIES

- Organize, plan, direct, conduct and evaluate recreational pre-school activities with the Pre-School teacher. See second page for detail information.
- Observe and enforce safety regulations.
- Take written and verbal instructions from immediate supervisor and follow through with instructions.

MINIMUM QUALIFICATIONS

Education/Experience: Graduation from high school or GED equivalent with a minimum of 6 ECE units or a minimum of two years experience in recreation, sports/fun and educational or children's programs. Applicants must be at least 18 years old at time of appointment. Supervising children and communicating with parents and the general public tactfully and effectively.

Certificates: Standard First Aid and Safety and CPR must be obtained by the first day of employment.

Special Requirements: Position requires availability of 16 hours per week during the school year and up to 40 during summer (June through August). Position allows for only one week (consecutive) vacation time-off request during the summer periods, June through August. Applicants must be willing to work outdoors in varying weather conditions. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays.

SALARY

This is a part-time position without benefits. The salary range for this position is \$12.00 - \$16.00 per hour.

APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at:

City of Morgan Hill

17555 Peak Avenue

Morgan Hill, CA 95037

or on-line at www.morganhill.ca.gov

SELECTION PROCESS

Applications will be screened and those applicants who possess the minimum qualifications will be invited to an oral interview with the Program Recreation Coordinator. Prior to appointment, a drug test, background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB testing.



DETAILS OF THE ESSENTIAL DUTIES

BEFORE CLASS STARTS

- Help set up classroom:
 - Take down chairs
 - Set up easel (fill paint, make sure there are plenty of easel shapes and area is clean)
 - Put out pictures of children
 - Put nametags on cubbies
 - Put out puzzles on manipulative table
 - Make sure art cart is full of supplies (Ellisons, glue, scissors, crayons, etc.)
 - Set-up playdough table
 - Make sure tape in reading corner is rewound
- Help prepare art project
- Greet students at the front door

DURING CLASS

- **Free play times:** play with students, watch for disagreements, and help them to solve problems they might have with other students.
 - Participate in all circle times; help students who are having problems during that time with:
 - Talking; Participation; Bothering neighbor; Lying down
 - **Snack Time:** hold conversations with students and encourage good table manners. Sit at their level.
 - **Outside:** Watch all areas, if problems arise between children help them to solve the problem, do not solve it for them. Play and have fun. Encourage loners to play with others, give a little more attention to them until they feel more comfortable.
 - **Areas to look for:**
 - Be aware at all times of the gate of the play ground, students are not allowed to go out of it for any reason at any time.
 - Climbing up the slide.
- Note:** Running bikes or scooters are not allowed in the playground.

END OF CLASS

- Stand at door to supervise release time. Do not let children leave without a parent.
- Collect pictures as children leave the classroom
- Assist with clean up of classroom
 - Wipe down tables & chairs, sweep up any mess under tables
 - Change names on cubbies & set out new pictures
 - Reset dress up area, play dough, art cart, science, manipulative table, & reading corner
 - Vacuum carpet if needed

Set up playground activities every morning

- Check playground for any hazards and report immediately
- Inspect toys and check for any damages (report to supervisor)

Clean up playground activities every afternoon

- Teach children to help participate in clean up
- Make it part of the outside time to put toys or props away